

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 9 January - 15 January 1957

DATE: 15 January 1957

## 1. Significant Items:

Nothing to report.

## 2. Other Activities:

a. The first week of IO#5 ended on Friday, 11 January. The student body has remained surprisingly affable in spite of the shortage of heat in the Auditorium.

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b. [ ] has completed a project of photographing all of the display material used in the Intelligence Products Exhibit. Copies of appropriate photographs will be sent to the exhibitors for their records and for use as a basis for revision of the exhibits as necessary.

c. [ ] visited Mr. H. Gates Lloyd on Friday afternoon, 11 January, to discuss Mr. Lloyd's forthcoming lecture in IO#5.

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d. On 14 January [ ] began the presentation of a special Writing Workshop for the Office of Communications. This Writing Workshop is being conducted outside of the Washington area.

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e. The staff of Introduction to Intelligence and the staff of Intelligence Techniques met with AC/IS on Friday, 11 January. Dr. [ ] outlined the responsibilities of the Acting Deputy Chief/IS and the general manner in which the IS will operate under its new direction.

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f. [ ] met with [ ] for brief periods on 14 and 15 January to discuss the personnel situation and several possibilities of changes and additions to Introduction to Intelligence.

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g. [ ] has been occupying her spare time by typing Item Cards for use by the A&E Staff in conducting a review of the test used in Introduction to Intelligence.

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## 3. Personnel Notes:

[ ] became [ ] on Saturday, 12 January 1957. Most of the staff of Introduction to Intelligence and Intelligence Techniques attended the wedding and reception. [ ] is now on leave until 4 February 1957.

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